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ABSTRACT

This document is the fifth of five curriculum modules containing instructional units for disabled students who need assistance in mastering the function keys for the ExecuWriter II, a phototypesetter manufactured by Compugraphics of Wilmington, Massachusetts. The purpose of these modules is to provide supplementary instruction on an individualized or small group basis. All the modules are designed for use in a resource room by special educators as supportive instruction for vocational shop curricula. Module 5 contains both a student and teacher's manual for lessons 13-16, which provide information on the functions of the full space key, half space key, one-third space key, and one-eighteenth space key. Each lesson also includes exercises for practicing each key and a progress check. At the end of the module is a practice exercise using all the keys presented in lessons 13-16. The teacher's manual provides information sheets, teaching strategies, student objectives, and evaluation keys for each lesson. (BM)

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Project VITA

PHOTOTYPESETTING

Module V
Lessons 13, 14, 15, and 16

Teacher Manual

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

This module is one of a series of five modules developed by Project VITA (Vocat onal Instruction, Training and Assessment), Project No. 498AH 50296, a federally-funded vocational education project for students with special needs. Project VITA is a collaborative effort of the Department of Business and Career Education, School of Education, Boston University and the Blue Hills Regional Vocational/Technical School in Canton, Massachusetts in cooperation with: Whittier Regional Vocational Technical High School, Haverhill, Massachusetts; Northeast Metropolitan Regionel Vocational School, Wakefield, Massachusetts; Minuteman Regional Vocational Technical School, Lexington, Massachusetts; and Joseph P. Keefe Technical School, Framingham, Massachusetts. The purpose of each curriculum module is to provide *supplemental* vocational instruction for special needs students enrolled in a vocational program. All modules are designed for use in a resource room by special educators as *supportive* instruction for vocational shop curricula.

The phototypesetting modules are designed for use with special students who have mild learning problems (e.g., educable mentally retarded, learning disabled, "slow learners"). The purpose of these modules is to provide supplemental instruction on an individualized or small group basis for special needs students who are enrolled in the graphic arts program. More specifically, these modules provide a series of supplementary units of instruction for students who need special assistance in mastering the function keys for the ExecuWriter II, manufactured by Compugraphics, Inc., Wilmington, Massachusetts.

PREFACE

The Department of Labor predicts that the number of unskilled jobs will be at an all-time low during this decade and in the future. Therefore, a continued emphasis on training retarded and slow-learning students for such jobs seems futile. To train these special needs students for skilled jobs, present vocational training programs must be modified.

Modification should include:

1. Changes which emphasize development of efficient and effective vocational skill training.
2. Application of learning research to the actual training of special needs students in both integrated learning settings and learning resource rooms.

In recent years, regional vocational schools have admitted increasing numbers of special needs students to their regular programs. Many of these students experienced difficulty in mastering specific vocational skills. One of the problems was that resource teachers were trained to provide back-up instruction for *academic* programs but not for *vocational shop* programs.

One of the purposes of this series of instructional modules is to assist the resource teacher who works in a vocational school to help handicapped students master specific vocational skills. Each module concentrates on providing supportive instruction for specific programs identified by both resource and vocational teachers as being critical areas for back-up instruction. This series of modules include the five modules on phototypesetting (including tapes, flashcards, teacher's manual, student handbook, phototypesetter simulator) and two modules on graphic arts communication (including a teacher's manual, student handbook, flashcards and games).

Assumption of Module Development

Two assumptions underlie the development of this series of modules: first,that students using the modules will have had training in the use of the typewriter; second

that these students will concurrently receive training with regular students in the graphic arts program.

Thus, the modules are meant to provide supplemental instruction.

Presentation Plan for the Module

PHOTOTYPESETTING is composed of five modules with a total of 16 lessons. Each module is independent. They are designed to integrate the work of the vocational and resource-room teacher. The following steps are suggested for the resource-room teacher:

1. Ask the vocational teacher to identify the special keys the student needs to practice.
2. Locate the module and lesson by checking the index.
3. Give the student the Progress Check for the lesson before he/she practices the lesson.
4. Give the student the Progress Check again after he/she practices the lesson and record the score.
5. Ask the student to repeat the lesson if he/she does not achieve 100% accuracy.
6. Give the Evaluation test at the end of each module and record the score.

Each lesson has the following parts:

1. *Word Study* Vocabulary words that the student will find in the lesson.
2. *Special Key* Name and location of the key to be presented in the lesson.
3. *Definition and Function* Explanation of what the key is used for.
4. *Relationship to the Typewriter* Comparison of the special key to one on the regular typewriter.
5. *Keyboard Practice* Exercises to be practiced on the ExecuWriter II Simulator.
6. *Progress Check* A written test to see if the student has mastered the lesson. Each module will have one additional practice exercise following the last lesson. This is called a "Job" and will give the student an opportunity to apply information learned in the module. An Evaluation (test) should be given at the end of each module.

Special Features of the Modules

One special feature of the Phototypesetting modules is the ExecuWriter II Simulator. The student may practice in the resource room on the Simulator and then return to the shop to apply what he has learned. The resource room teacher may wish to supervise the student on the actual machine at

some point to see if the student has actually learned the material.

Another special feature is the cassette tape. Using this, the student may listen to the lesson while reading the material from the book.

Conclusion

The authors of this series of modules have talked with manufacturers of phototypesetting machines, employers of phototypesetters, vocational teachers, resource room teachers, and special education teachers. When you have finished using this series of modules, they would like your suggestions, ideas and comments. A questionnaire has been enclosed for this purpose.

QUESTIONS AND ANSWERS ABOUT THE MODULE

1. **What is the purpose of the module?**	1. To provide supplementary instruction in phototypesetting to students with special needs who are having difficulty recognizing the function keys.
2. **Does this module, then, include a lesson for *every* key?**	2. No. Only those keys whose functions are required for the fundamental operation of the photosetting machine are included within this module. Keys used for specfic phototypesetting assignments are not included.
3. **Can I use this module with a large group of students?**	3. Ideally, no. It is designed for use in a resource room with individualized or small group instruction. However, if a number of simulators or phototypesetting machines are available, more students can be supervised.
4. **Can a student with little or no experience in typewriting use this module?**	4. Yes. Although prior knowledge of typewriting is advantageous in terms of speed and accuracy, it is not a prerequisite. However, good typing *techiques* should be encouraged by the instructor during the teaching of each lesson.
5. **Can I use this module even though our school has a different phototypesetting machine?**	5. Yes. Although this particular module was written for the ExecuWriter II, its applicability to other phototypesetting machines is possible since the primary function keys in this module remain major components of any photocomposer.
6. **As a resource teacher who knows *very little* about phototypesetting, will it be possible for me to teach from this module without any special training?**	6. Yes. This module is designed to be used by resource-room teachers.

7. **Is there a way to obtain formal training on the phototypesetting machine?**

7. Yes. Many companies offer an introductory course. A one-day program provides an adequate background.

8. **How do I use this module?**

8. As an aid to supplement instruction of phototypesetting already in progress in the graphic arts class.

9. **Must I have access to a phototypesetting machine?**

9. At some point, yes. Initial instruction involves using a simulator. However, any performance exercises requiring output proof of accuracy will require use of the actual machine.

10. **How many performance exercises requiring output proof of accuracy are there?**

10. Each *Lesson* and each *Unit Evaluation* contains at least one such performance exercise.

11. **What materials will I need?**

11. None. All necessary materials (posters, flashcards, worksheets) are provided in the packet.

12. **How will I know what materials to use for each lesson?**

12. A Resourse Key for Materials and Equipment is available at the beginning of each lesson. When a special item is necessary for instruction outlined in the teaching strategy/student objectives, it is so listed.

13. **What is the lesson pattern?**

13. Each Lesson consists of six parts:
    1. Word Study
    2. Special Key
    3. Definition and Function
    4. Relationship to the typewriter
    5. Keyboard Practice
    6. Progress Check

    Each Module contains a Job (practice exercise) and an Evaluation.

14. **How do I begin?**

14. After you are familiar with the module, give the Pre-Test to the student. These results will allow you to select the appropriate area/unit lesson in which to begin individualized supplementary instruction.

15. **What then?**

15. Read the Teacher-Information Sheet for the appropriate key and familiarize yourself with the particular lesson.

16. **What is the basic format of each lesson?**

16. Each lesson begins with a set of *General Lesson Goals* followed by listings of *Teaching Straegies* and corresponding *Student Objectives.*

17. How do I know when the student has satisfactorily learned the key?

17. At the end of the lesson for each key there is a series of objectives which the student must be able to preform with 100% accuracy before proceeding to the next key.

18. Is there a way to record this evaluation?

18. Yes. An *Oral Examination Checklist* is provided and there is a Progress Check that should be given at the end of each lesson.

19. What if thestudent is not able to complete the final objectives?

19. Return to the appropriate Teaching Strategies and try again. Use the teaching materials according to the learning style of the student.

20. Is there any other method of evaluation?

20. Yes. At the end of each unit there is a Unit Evaluation consisting of a paper and pencil test and one performance exercise (which requires the use of the actual phototypesetting machine).

21. Can this paper and pencil test be given orally?

21. Yes. With optional use of flashcards, it can be adapted to various testing styles.

22. How can I respond to this module?

22. A questionnaire for your suggestions and ideas about the Module is included with the packet.

INTRODUCTION TO PHOTOTYPESETTING*

Providing quality typeset copy in many different styles and seven sizes, the ExecuWriter phototypesetter employs simple typewriter-like procedures.

Typesetting, as used in printing, describes the process of setting and arranging type. The method used with the ExecuWriter is generally known as photocomposition.

A standard secretary-shift typewriter keyboard provides for complete operator control. Simply by striking a key, manuscript copy is automatically set to full measures or positioned to specific areas. A character display shows all characters and functions as they are typed from the photocomposer keyboard.

The photocomposer, working like a camera, consists of a light projection system, a negative film strip containing the alphabet, numeric and miscellaneous characters, a holder for photographic material and a lens. The characters are photographed with an instantaneous flash of light, passing through the lens and exposed on the photographic material.

As characters are typed, they are retained in the system's memory, line by line. Activation of the typewriter Return key causes the character images to be flashed and photographed onto the material. Like a typewriter, as each line is ended, the material is automatically advanced in preparation for the next line.

After completion of the typesetting operation, the exposed photographic material is processed. This process is similar to the development of film frome o dinery camera. The completed copy is then pasted onto a form from which a negative is made and final steps are taken for printing.

*Source: ExecuWriter I and II; Applications Manual — Compugraphic, Inc.

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TEACHER INFORMATION SHEET

Module V: Lesson 13 -- The Full Space (EM Space)

Definition and Function:

The FULL SPACE (EM Space) key provides for a fixed width value (equal in points, the Set Size indicated on the film strip). The FULL SPACE is always in proportion to the type set size. The FULL SPACE is referred to as the "EM Space" and is used for paragraph indentions and alignment of text. FULL SPACE is equal to the width of the fractions, ruled, box, bullet and other miscelaneous characters.

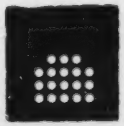
Relationship to Typewriter:

On the typewriter, there is no equivalent key to the FULL SPACE (EM Space) key (except on an executive typewriter). On the typewriter, when indenting for paragraphs, one sets tab stop a certain number of spaces to the right of the left margin (usually 5 spaces); on the ExecuWriter II, one uses the FULL SPACE key to indent for paragraphs by depressing it once.

REFERENCE: ExecuWriter II, Applications Manual, pages 43 and 44.

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOL



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P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: INTRODUCTION: SPACE KEYS

General Lesson Goals: Upon completion of the lesson, the student will:

1) Perform the function of the SPACE key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	1a. Teacher explains the need for space between words in (1) writing (2) typing (3) phototypesetting.			
	1b. Teacher types the phrase: *"spacebetweenwords."*			
	1c. Teacher asks student to type the phrase properly.	1c. Student types *"space between words."*		
	2a. Teacher types the phrase: *"needspacehere."*			
	2b. Teacher asks student to type phrase correctly.	2b. Student types *"need space here."*		
	3. Teacher explains that in typewriting we have space bar key which allows us to space 1. once between words 2. twice after end of sentence punctuation. 3. five for paragraphs indention. The spaces are always equal or the smae in width (10 or 12 spaces to an inch). On the ExecuWriter II we have a space bar key that functions like that of the typewriter; yet the width differs with different type styles. However, the ExecuWriter II allows us to be more exact and fancy when setting up a copy by having additional space keys of different widths which, again, depend on the type style.			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: FULL SPACE (EM SPACE)

General Lesson Goals:

Upon completion of the lesson, the student will:

1) Recognize what the FULL SPACE key looks like.
2) Locate the FULL SPACE key.
3) State the function of the FULL SPACE key.
4) Perform the function of the FULL SPACE key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to FULL SPACE key on the "instructional poster."			
EXII S	2. Teacher asks student to point to the FULL SPACE key on the ExII S.	2. Student points to FULL SPACE on the ExII S.		
	3. Teacher delineates using visual materials and concrete examples the definition of, function of, and abbreviations of FULL SPACE (EM Space).			
EX II S	4. Teacher compares the function of the FULL SPACE key on Ex II S with function of the TAB SET on typewriter.			
EX II S	5a. Teacher depresses the FULL SPACE key and points to the symbol (▦) that appears on the "character display" panel.			
	5b. Teacher asks student to depress the FULL SPACE key on the ExII S and point to the symbol that appears on the "character display" panel.	5b. Student depresses the FULL SPACE key on the ExII S and points to the symbol (▦) that appears on the "character display" panel.		
EX II S	6a. Teacher demonstrates the use of the FULL SPACE key when beginning a new paragraph by: (1) depressing FULL SPACE (2) typing the words "Full Space (Em Space) is"			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: FULL SPACE (EM SPACE) Cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	(3) depressing RETURN KEY (4) typing the words "an important term in typesetting. (4a) depressing RETURN key (4b) *It is equal in width to the cnaracter M.* (5) depressing RETURN key. 6b. Teacher illustrates product, a complete paragraph with first line indented a full space, with handout sample.			
EXII S	7a. Teacher asks student to perform items 6a-1 to 6a-5 while dictating instructions in sequence.	7a. Student performs items 6a-1 to 6a-5 as dictated by teacher.		
	7b. Teacher asks student to perform items 6a-1 to 6a-5 without teacher assistance.	7b. Student performs items 6a-1 to 6a-5 without teacher assistance.		
	8a. Teacher explains how to indent for a "Run- 8b. Teacher asks student to point to area on poster for placement of photograph or illustration.	8b. Student points to appropriate area on poster.		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: FULL SPACE (EM SPACE) Cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
EXII S	9. Teacher demonstrates the use of the FULL SPACE key when indenting for a "Run-a-round" by (1) depressing FULL SPACE key (2) typing the words: *"The FULL SPACE (EM SPACE)"* (3) depressing RETURN key (4) depressing FULL SPACE (5) typing the words: *"is used for aligning copy."* (6) depressing RETURN key (7) Depressing FULL SPACE key (8) typing the words: *"To begin at the same point"* (9) depressing RETURN key (10) depressing FULL SPACE key (11) typing the words: *"for several times in a"* (12) depressing RETURN key (13) depressing FULL SPACE key (14) typing the words: *"row. Then, when you want to"* (15) depressing RETURN key (16) depressing FULL SPACE key (17) typing the words:*"type at the left margin"*			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: FULL SPACE (EM SPACE) Cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	(18) depressing RETURN key (19) typing the words: *"again, you simply return and begin"* (20) depressing RETURN key (21) typing *"typing. In this way, a large area is"* (22) depressing RETURN key (23) typing *"left blank for a picture or advertisement* (24) depressing RETURN key.			
EXII S	10a. Teacher asks student to perform items 9-1 to 9-24 while dictating instructions in sequence.	10a. Student performs items 9-1 to 9-24 as dictated by teacher.		
	10b. Teacher asks student to perform items 9-1 to 9-24 without teacher assistance.	10b. Student performs items 9-1 to 9-24 without teacher assistance.		
WS#1	11. Teacher asks student to complete worksheet and explains worksheet directions.	11. Student writes in the proper keyboard symbol for the FULL SPACE key in the appropriate square.		
OC EXII S	12. Teacher checks student progress with teacher-made oral examination (question-answer session). Student must answer with 100% accuracy in order to proceed to next lesson.	12a. Student states that the terms "FULL SPACE" and "EM SPACE" are synonymous. 12b. Student states that FULL SPACE is used for indentation of paragraphs and aligning copy.		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: FULL SPACE (EM SPACE) Cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
		12c. Student states that the typewriter does not have a key which is equivalent to FULL SPACE. 12d. Student matches the appropriate keyboard symbol (FULL SPACE) with the corresponding words (FULL SPACE and EM SPACE). 12e. Student matches the "character display" (▦) symbol to the appropriate function key (FULL SPACE).		

ORAL EXAMINATION CHECKLIST

MODULE V LESSON 13

KEY: FULL SPACE (EM SPACE)

STUDENT OBJECTIVES	COMPLETED	COMMENTS
12a. Student states that the terms "FULL SPACE" and "EM SPACE" are synonymous.	12a.	12a.
12b. Student states that FULL SPACE is used for indentation of paragaphs and aligning copy.	12b.	12b.
12c. Student states that the typewriter does not have a key which is equivalent to FULL SPACE.	12c.	12c.
12d. Student matches the appropriate keyboard symbol (FULL SPACE) with the corresponding words (FULL SPACE and EM SPACE).	12d.	12d.
12e. Student matches the "character display" symbol to the appropriate function key (FULL SPACE).	12e.	12e.

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TEACHER INFORMATION SHEET

Module V: Lesson 14 – The ½ Space (EN Space) Key

Definition and Function:

The ½ SPACE key, as the name implies, provides for half the value of the FULL SPACE (in the selected Set Size indicated on the film strip). The ½ SPACE is a fixed amount and equals the width value of the figures (numerals). ½ SPACE is referred to as "En Space" and is used for indentions and alignment of figures when setting listings. The ½ SPACE is also equal to the width of the dollar sign, asterisk, section mark and other miscellaneous characters.

Relationship to Typewriter:

On the typewriter, there is no equivalent key to the ½ SPACE (EN Space) key (except on an executive typewriter). However, on the typewriter, for indentions and alignment of figures/numbers in a list/column, the space bar is used because the space allowed by the space bar is equal to the space allowed for numbers (and all characters); on the ExecuWriter II, the ½ SPACE is used because the space allowed for numbers (and above-mentioned characters) is equal to that of the ½ SPACE.

REFERENCE: ExecuWriter II, Applications Manual, pages 43 and 44.

KEYBOARD SYMBOL

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: ½ SPACE (EN SPACE)

General Lesson Goals: Upon completion of the lesson, the student will:

1. Recognize what the ½ SPACE key looks like.
2. Locate the ½ SPACE key.
3. State the function of the ½ SPACE key.
4. Perform the function of the ½ SPACE key,within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to the ½ SPACE key on the "instructional poster."			
P# 1 EXII S	2. Teacher points out: (a) ½ SPACE shares a key with ⅛ SPACE (b) ½ SPACE key is the lower case position of the key.			
EXII S	3. Teacher asks students to point to the ½ SPACE key on the EXII S.	3. Student points to the ½ SPACE on the ExIIS.		
	4. Teacher delineates using visual materials and concrete examples the definition of, function of and abbreviation of the en space key (emphasizing its relationship to the FULL SPACE key).			
EXII S TW	5. Teacher compares the function of the ½ SPACE key on the ExII S to the function of the space bar on the typewriter (when aligning figures on a column).			
EXII S	6a. Teacher depresses the ½ SPACE key and points to the symbol that appears on the "character display" panel.			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: ½ SPACE (EN SPACE) Cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
EXII S	6b. Teacher demonstrates the use of the ½ SPACE key on the ExII S and points to the symbol that appears on the "character display" panel.	6b. Student depresses the ½ SPACE key on the ExII S and points to the symbol that appears on the "character display" panel.		
EXII S	7. Teacher demonstrates the use of the ½ SPACE key when aligning numbers by: (1) typing "$10.00" (2) depressing RETURN key (3) depressing ½ SPACE key (NOTE: this aligns next item under the "1" in "$10.00") 4) typing "20.00" (5) depressing RETURN key (6) depressing ½ SPACE key (7) depressing ½ SPACE key (NOTE: by depressing ½ SPACE key twice, next column of figures are lined up under the first "0" in "20.00" reading from left to right). (8) typing "3.00" (9) depressing RETURN key			
EXII S	8a. Teacher asks student to perform items 7-1 to 7-9 while dictating instructions in sequence.	8a. Student performs items 7-1 to 7-9 as dictated by teacher.		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: ½ SPACE (EN SPACE) Cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	8b. Teacher asks student to perform items 7-1 to 7-9 without teacher assistance.	8b. Student performs items 7-1 to 7-9 without teacher assistance.		
WS#	9. Teacher asks student to complete worksheet and explains worksheet directions.	9. Student writes in proper keyboard symbol for ½ SPACE key in the appropriate square.		
OC FC EXII S	10. Teacher checks student progress with teacher-made oral examination (question-answer session). Student must answer with 100% accuracy in order to proceed to the next lesson.	10a. Student states that the terms ½ SPACE and EN SPACE are synonymous. 10b. Student states that the ½ SPACE is one half the width value of the FULL SPACE. 10c. Student states that the ½ SPACE key is used for indentions and alignment of figures when setting figures/numbers in a list/column. 10d. Student states that the typewriter does not have a key which is equivalent to the ½ SPACE. 10e. Student matches the appropriate keyboard symbol (½ SP) with the corresponding words (½ SPACE and EN SPACE). 10f. Student matches the "character display" symbol to the appropriate function key (½ SPACE.) 10g. Student matches ½ SPACE flashcard with flashcards of equal value (space): e.g. 1) $ 2) digits.		

ORAL EXAMINATION CHECKLIST

MODULE V LESSON 14

KEY: ½ SPACE (EN SPACE)

STUDENT OBJECTIVES	COMPLETED	COMMENTS
10a. Student states that the terms ½ SPACE and EN SPACE are synonymous.	10a.	10a.
10b. Student states that the ½ SPACE is one half the width value of the FULL SPACE.	10b.	10b.
10c. Student states that the ½ SPACE key is used for indentions and alignment of figures when setting figures/numbers in a list/column.	10c.	10c.
10d. Student states that the typewriter does not have a key which is equivalent to the ½ SPACE.	10d.	10d.
10e. Student matches the appropriate keyboard symbol (½SP) with the corresponding words (½ SPACE and EN SPACE).	10e.	10e.
10f. Student matches the "character display" symbol ([redacted]) to the appropriate function key (½ SPACE).	10f.	10f.
10g. Student matches ½ SPACE flashcard with flashcards of equal value (space): 1) $ 2) digits.	10g.	10g.

TEACHER INFORMATION SHEET

MODULE V: LESSON 15 - THE ⅓ SPACE (THIN SPACE) KEY

Definition and function;

The ⅓ SPACE provides for one-third the value of FULL SPACE. The ⅓ SPACE is a fixed amount and is referred to as "Thin Space." The ⅓ SPACE has the *width value of the comma and the period.* It is used for indentions and alignment of figures when the columns contain periods and/or commas.

Relationship to the Typewriter:

On the typewriter, there is no equivalent key to the ⅓ SPACE (THIN SPACE) key on the ExecuWriter II (except on an executive typewriter). However, on the type writer, for indentions and alignment of figures when columns contain periods and/or commas, the space bar is used because the space allowed by the space bar is equal to the space allowed for commas and periods (and all characters); on the Execuwriter II, the ⅓ SPACE is used because the space allowed for commas and periods is equal to the ⅓ SPACE.

REFERENCE: ExecuWriter II, Applications Manual, pages 45 and 46.

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOL

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: 1/3 SPACE (THIN SPACE)

General Lesson Goals: Upon completion of the lesson, the student will:

1 Recognize what the 1/3 SPACE key looks like.
2 Locate the 1/3 SPACE key.
3 State the function of the 1/3 SPACE key.
4 Perform the function of the 1/3 SPACE key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to the ⅓ SPACE key on the "instuctional poster."			
EXII S	2. Teacher points out that (a) ½ SPACE shares a key with ⅓ SPACE (b) the ⅓ SPACE key is the upper case position of the key.			
EXII S	3. Teacher asks student to point to the ⅓ SPACE key on the ExII S.	3. Student points to the ⅓ SPACE key on the ExII S.		
	4. Teacher delineates using visual material and concrete examples the definition of, function of, and abbreviation of the ⅓ SPACE (THIN SPACE) key (emphasizing its relationship to the FULL SPACE KEY).			
EXII S TW	5. Teacher compares the function of the ⅓ SPACE KEY ON THE EXII to the typewriter (when aligning figures in a column containing commas and periods).			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: 1/3 SPACE (THIN SPACE) (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	6a. Teacher depresses the ⅓ SPACE (along with SHIFT key) and points to the symbol [redacted] that appears on the "character display" panel.			
	6b. Teacher asks student to depress the ⅓ SPACE key (along with SHIFT key) and point to the symbol [redacted] that appears on the "character display" panel.	6b. Student depresses the ⅓ SPACE key (along with SHIFT key) and points to the symbol [redacted] that appears on the "character display" panel.		
EXII S	7. Teacher demonstrates the use of the ⅓ SPACE key when aligning figures in a column containing periods and commas by: (1) typing "$1,000.00" (2) depressing RETURN key (3) depressing ½ SPACE key (4) typing "2,000.00." (5) depressing RETURN key (6) depressing ½ SPACE key twice (7) depressing ⅓ SRACE key (Note: depressing ½ SPACE twice moves item over the width of the "$" and the "2"column. Depressing ⅓ SPACE moves the next digit over the "space-width" of the comma." (8) typing "500.00," (9) depressing RETURN key (10) depressing ½ SPACE key twice (11) depressing ⅓ SPACE key (12) depresses ½ SPACE key 3 times			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: 1/3 SPACE (THIN SPACE) (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	(13) typing ".25" (14) depressing RETURN key.	8a. Student performs items 7-1 to 7-14 as dictated by teacher.		
	8a Teacher asks student to perform items 7-1 to 7-14 while dictating instructions in sequence.	8b. Student performs item 7-1 to 7-14 without teacher assistance.		
	8b. Teacher ask student to perform 7-1 to 7-14 with out teacher assistance.	9. Student writes in the proper keyboard symbol for the ⅓ SPACE key in the appropriate square.		
WS#	9. Teacher asks student to complete worksheet and explain worksheet direction.	10a. Student states that terms ⅓ SPACE and THIN SPACE are synonomous.		
OC FC	10. Teacher checks student progress with teacher-made oral examination (question-answer-session). Student must answer with 100% accuracy in order to proceed to the next lesson.	10b Student states that the ⅓ SPACE is one third the width value of the FULL SPACE.		
		10c. Student states that the ⅓ SPACE key is used for indentions and alignment of figures when the columns contain periods or commas.		
		10d. Student states that the typewriter does not have a key which is equivalent to the ⅓ SPACE		
		10e. Student matches the appropriate keyboard symbol (⅓ SPACE with its corresponding words (⅓ SPACE: EM SPACE and THIN SPACE)		
		10f. Student matches the: "character display" symbol ([redacted]) to the appropriate function key (⅓ SPACE).		

TEACHER INFORMATION SHEET

MODULE V: LESSON 16 - 1/18 SPACE KEY

Definition and Function:

The 1/18 SrACE key provides the smallest space value on the keyboard. The 1/18 SPACE is always 1/18th (fixed value) of the FULL SPACE (in the selected Set Size indicated on the film strip). The 1/18 SPACE key is used for manual letter spacing of words for better appearance. It is used for alignment and indentation purposes.

Relationship to the Typewriter:

On the typewriter, there is no equivalent key to 1/18 SPACE key.

REFERENCE: ExecuWriter II, Applications Manual, pages 45 and 46.

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOL

P#	Poster Number
EX II S	ExecuWriter II Simulator
EX II	ExecuWriter II (machine)
WS#	Worksheet Number
OC	Oral Checksheet
TW	Typewriter
FC	Flash Cards

KEY: 1/18 SPACE

General Lesson Goals: Upon completion of the lesson, the student will:

1) Recognize what the 1/18 SPACE key looks like.
2) Locate the 1/18 SPACE key.
3) State the function of the 1/18 SPACE key.
4) Perform the function of the 1/18 SPACE key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to the 1/18 SPACE key on the "instructional poster."			
P# 1 EXII S	2. Teacher points out that a. 1/18 SPACE share a key with MULTIPLE COLUMN b. The 1/18 SPACE key is the upper case position of the key.			
EXII S	3. Teacher asks student to point to the 1/18 SPACE key on the ExII S.	3 Student points to the 1/18 SPACE on the ExII S.		
	4. Teacher delineates using visual materials and concrete examples the definition of, function of, and abbreviation of the 1/18 SPACE key (emphasizing its relationship to the FULL SPACE key).			
	5. Teacher states that there is no equivalent key to the 1/18 SPACE key on the typewriter.			
EXII S	6a. Teacher depresses the 1/18 SPACE (along with SHIFT key) and points to the symbol [redacted] that appears on the "character display" panel.			
	6b. Teacher asks student to depress 1/18 SPACE key (along with SHIFT key) and point to the symbol [redacted] that appears on the "character display" panel.	6b. Student depresses 1/18 SPACE key (along with SHIFT key) and points to the symbol [redacted] that appears on the "character display" panel.		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: 1/18 SPACE (Cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	7. Teacher demonstrates the use of 1/18th SPACE key to provide additional space between words by: 1 typing "The" 2 depressing the 1/18th SPACE 3 typing the SPACE BAR 4 typing the word "line" 5 depressing the 1/18 SPACE key 6 depressing the SPACE BAR 7 typing the word "are" 8 depressing the 1/18th SPACE 9 depressing the SPACE BAR 10 typing "exposed" 11 depressing the RETURN key			
	8a. Teacher asks student to perform 7-1 to 7-11 while dictating instructions in sequence.			
	8b. Teacher asks student to perform 7-1 to 7-11 without dictation.			
	9. Teacher asks student to complete worksheet and explains worksheet directions.	9. Student writes in the proper keyboard symbol for the 1/18 SPACE key in the appropriate square.		
EXII S	10. Teacher checks student progress with teacher-made oral examination (question-answer session). Student must answer with 100% accuracy in order to proceed to the next lesson.	10a. Student states that the 1/18 SPACE is one-eighteenth the width value of the FULL SPACE.		

Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	10b. Student states that the 1/18 SPACE is used for manual letterspacing of words for better appearance and for alignment and indentation purposes. 10c. Student states that the typewriter does not have a key which is equivalent to the 1/18 SPACE. 10d. Student matches the appropriate keyboard symbol (1/18 SP) with its corresponding words (1/18 SPACE). 10e. Student matches the "character display" symbol [redacted] to the appropriate function key (1/18 SPACE).		

ORAL EXAMINATION CHECKLIST

UNIT V LESSON 17

KEY: 1/18 SPACE

STUDENT OBJECTIVES	COMPLETED	COMMENTS
10a. Student states that the 1/18 SPACE is one-eighteenth the width value of the FULL SPACE.	10a.	10a.
10b. Student states that the 1/18 SPACE is used for manual letterspacing of words for better appearance and for alignment and indentation purposes.	10b.	10b.
10c. Student states that the typewriter does not have a key which is equivalent to the 1/18 SPACE.	10c.	10c.
10d. Student matches the appropriate keyboard symbol (1/18 SP) with its corresponding words (1/18 SPACE).	10d.	10d.
10e. Student matches the "character display" symbol [redacted] to the appropriate function key (1/18 SPACE).	10e.	10e.

ORAL EXAMINATION CHECKLIST

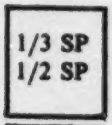
MODULE V LESSON 15

KEY: ⅓ SPACE (THIN SPACE)

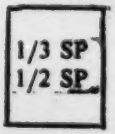
STUDENT OBJECTIVES	COMPLETED	COMMENTS
10a. Student states that the terms ⅓ SPACE and EN SPACE are synonymous.		
10b. Student states that the ⅓ SPACE is one-third the width value of the FULL SPACE.		
10c. Student states that the ⅓ SPACE key is used for indentions and alignment of figures when the columns contain periods or commas.		
10d. Student states that the typewriter does not have a key which is equivalent to the ⅓ SPACE		
10e. Student matches the appropriate keyboard symbol (⅓ SP) with its corresponding words (⅓ SPACE and EN SPACE).		
10f. Student matches the "character display" symbol to the appropriate function key (⅓ SPACE).		

EVALUATION V

Draw a line to match the keys in Column A with the words in Column B.

Column A (Keyboard Representation)	Column B (Words)
	One-eighteenth Space
	Insert Blank Space
	Full Space
	SHIFT
	One-third Space
	One-half Space

2. Draw a line to match the keys in Column A with the words in Column B.

Column A (Keyboard Representation)	Column B (Words)
	Em Space
	Insert Blank Space
	Thin Space
	En Space

3a. Phototypeset the following paragraph indenting the first line only:

The first line of a paragraph should be indented so that the person reading the copy will know when the paragraph begins. A new paragraph indicates to the reader that a new thought or a change of topic is taking place.

3b. Phototypeset the following paragraph indenting the first five lines to allow for a "run-a-round"(allowing space for an illustration):

It is often necessary that a space be allowed for illustrations or photographs when setting type. For example, grocery store advertisements that appear in the newspapers or magazines might allow space for coupons; banking advertisements might allow space for banking forms; cosmetic advertisements might allow space for pictures or their products; or text books and novels might allow space for a diagram or an illustration.

3c. Phototypeset the following list of numbers so that all the decimal points line up under one another:

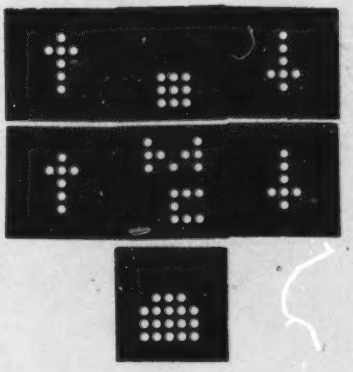
$2,500.00
3,675.50
233.00
50.00
2.00
.25

EVALUATION V (cont'd)

4. Draw a line to match the keys in Column A with the appropriate equal width values in Column B.

Column A (Keyboard Representation)	Column B (Equal Width Values)
1/3 SP	DOLLAR, NUMBER, ASTERISK
1/2 SP	
	PERIOD, COMMA
1/18 SP	
MC	

5. Draw a line to match the keys in Column A with the symbols in Column B.

Column A (Keyboard Representation)	Column B (Character Display Symbol)
1/3 SP 1/2 SP	
1/18 SP MC	
FULL SPACE	

6. Draw a line to match the keys in Column A with its functions in Column B.

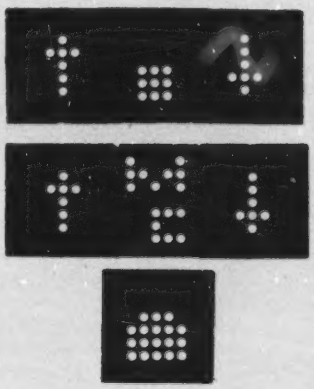
Column A (Keyboard Representation)	Column B (Function)
1/3 SP 1/2 SP	Paragraph indentation and copy alignment.
1/18 SP MC	Indentation and alignment of figures (numerals) when setting listings.
FULL SPACE	Indentations and alignment of figures when columns contain period or comma.
	Manual letter spacing of words for better appearance, indentations and alignments.

EVALUATION V

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
1. Draw a line to match the keys in Column A with the words in Column B.	1. 1/3 SP - One-third space 1/2 SP - One-half space 1/18 SP - One-eighteenth space MC FULL SPACE - Full space	1. p 101, 103 p 96, 98 p 106 p 89	1. 1-4, 10b, 10c 1-4, 10c 1-4, 10d 1-3,
2. Draw a line to match the keys in Column A with the words in Column B.	2. 1/3 SP - Thin space 1/2 SP - En space FULL SPACE - Em space	2. p 101, 103 p 96, 98 p 89, 92	2. 4, 10e 1-4, 10a, 10e 1-3, 12a
NOTE: The following exercise **must** be performed on the **actual** ExecuWriter II, photocomposer.			
3a. Phototypeset the following paragraph indenting the first line only. The first line of a paragraph should be indented so that the person reading the copy will know when the paragraph begins. A new paragraph indicates to the reader that a new thought or a change of topic is taking place.	3a. 1 Depress PAPER FEED 2 Depress START 3 Depress FULL SPACE 4 Depress SHIFT; type "T"; release SHIFT 5 Type "he first line of a paragraph should" 6 Depress RET 7 Type "be indented so that the person reading the" 8 Depress RET 9 Type "copy will know when the paragraph begins." 10 DepressRET 11 Depress SHIFT; type "A"; release SHIFT		OVERALL UNIT OBJECTIVES

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
	12 Type "new paragraph indicates to the reader" 13 Depress RET 14 Type "that a new thought or a change of topic is" 15 Depress RET 16 Type "taking place." 17 Depress INSERT BLANK SPACE 18 Depress RET		
3b. Phototypeset the following paragraph indenting the first five lines to allow for a "run-a-round" (allowing space for an illustration): It is often necessary that a space be allowed for illustrations or photographs when setting type. For example, grocery store advertisements that appear in the newspapers or magazines might allow space for coupons; banking advertisements might allow space for banking forms; cosmetic advertisements might allow space for pictures of their products; or textbooks and novels might allow space for a diagram or an illustration.	3b. 1 Repeat 3a(1) - 3a(3) 4 Depress SHIFT; type "I"; release SHIFT 5 Type "t is often necessary that a space" 6 Depress RET 7 Depress FULL SPACE 8 Type "be allowed for illustrations or" 9 Depress RET 10 Depress FULL SPACE 11 Type "photographs when setting type." 12 Depress RET 13 Depress FULL SPACE 14 Depress SHIFT; type "F"; release SHIFT 15 Type "or example, grocery store" 16 Depress RET 17 Depress FULL SPACE 18 Type "advertisements that appear in the" 19 Depress RET 20 Type "newspapers or magazines might allow" 21 Depress RET 22 Type "space for coupons; banking advertise-"		

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
	3b. 23 Depress RET 24 Type "ments might allow space for" 25 Depress RET 26 Type "banking forms; cosmetic advertisements" 27 Depress RET 28 Type "might allow space for pictures or their" 29 Depress RET 30 Type "products; or textbooks and novels might" 31 Depress RET 32 Type "allow space for a diagram or an illustration." 33 Depress INSERT BLANK SPACE 34 Depress RET		
3c. Phototypeset the following list of numbers so that all the decimal points line up under one another: $2,500.00 3,675.50 233.60 50.00 2.00 .25	3c. 1 Repeat 3a(1) - 3a(2) 3 Type "$2,500.00" 4 Depress RET 5 Depress ½ SP 6 Type "$3,675.50" 7 Depress RET *8 Depress ½ SP two times 9 Depress ⅓ SP 10 Type "233.60" 11 Depress ½ SP two times 12 Depress ⅓ SP 13 Depress ½ SP 14 Type "50.00" 15 Depress RET *16 Depress ½ SP two times 17 Depress ⅓ SP *18 Depress ½SP two times		

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
	19 Type "2.00" 20 Depress RET *21 Depress ½ SP two times 22 Depress ⅓ SP 23 Depress ½ SP three times 24 Type ".25" 25 Depress RET *or depress FULL SPACE once		
4. Draw a line to match the keys in Column A with the appropriate equal width values in Column B.	1/3 SP 1/2 SP 1/18 SP MC DOLLAR, NUMBER, *ASTERISK* PERIOD, COMMA	4. p 103 p 98 p 107	4. 10b 10b, 10g
5. Draw a line to match the keys in Column A with the symbols in Column B.	1/3 SP 1/2 SP 1/18 SP MC FULL SPACE 	5. p 102, 103 p 96-98 p 106, 108 p 89	5. 6a, 6b, 10f 6a, 6b, 10f 6a, 6b, 10e 5a, 5b

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Project VITA

PHOTOTYPESETTING

Module V
Lessons 13, 14, 15 and 16

Student Handook

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FOREWORD TO THE STUDENT

PHOTOTYPESETTING is a new book. It is divided into five sections. Each section is called a module. The modules will give you information on how to use 16 of the special keys that are on the ExecuWriter II phototypesetting machine.
Before you can learn to operate an ExecuWriter II, you must know how to type. You do not need to be a fast typist to learn to phototypeset, but you must be an accurate one.

You should use this module in the resource room. You should be receiving training on the ExecuWriter II machine in the shop.

LESSON PLAN

There are 16 lessons in the five modules. Each lesson introduces a special key.

This is the lesson plan:

1. *Word Study* Meanings of words in the lesson.
2. *Special Key* Name and location of the special key.
3. *Definition and Function* What the key is used for.
4. *Relationship to the Typewriter* How the ExecuWriter II is like the regular typewriter.
5. *Keyboard Practice* Exercises using the special key.
6. *Progress Check* Questions about the lesson.

At the end of each module there is a Job. This is a Practice Exercise. You will use all of the keys presented in the module.

SPECIAL FEATURES

The Simulator is a machine with a keyboard like the ExecuWriter II. You will be able to practice your lesson in the resource room on the Simulator.

You will also receive a *cassette tape* with each module. You will use this to listen to each lesson in the module while you are reading it from the book.

INTRODUCTION TO PHOTOTYPESETTING

Phototypesetting is a way of printing words, numbers, symbols, and sentences. A *symbol* is a mark which stands for something. Phototypesetting is done on a machine like a typewriter.The phototypesetting machine you will use is called the ExecuWriter II. The ExecuWriter is a phototypesetting machine. It is like a typewriter. It has rows of keys.

The keys have letters, numbers, symbols, or a direction on them. The direction keys tell the machine to do something. Those keys are special and are not found on a typewriter. The modules will explain what those different keys are and how they are used. The pushing down of the keys is called typing.

As you type, the letters, numbers, and symbols appear in a strip on the machine. The phototypesetting machine also remembers what letters, numbers, or symbols have been typed. When you get to the end of the line, the machine makes a picture of the line on a film. The film of the line has to be developed like the film from a camera to make a picture people can see.

The phototypesetting machine also lets the person who is running the machine put the letters, numbers, and symbols where they have to be placed. This is called *photocomposition.*

It is called *photocomposition* because part of the machine works like a camera and uses film. Photocomposition is the word used to say what the ExecuWriter machine does.

After the film from the phototypesetting machine has been developed, the picture that is made is used in other steps which have to be followed to complete the printing job.

Adapted from the ExecuWriter II. Applications, Compugraphic, Inc.

MODULE V: LESSON 13 - The Full Space (Em Space) Key

WORD STUDY

alignment — Arranged in a straight line.

SPECIAL KEY

Find the FULL SPACE key on the keyboard below. It is on the third row from the bottom on the far left.

DEFINITION AND FUNCTION

The FULL SPACE key is called the EM SPACE key. The FULL SPACE key leaves a fixed amount of space. It is used for paragraph indentions and alignment of typed copy.

RELATIONSHIP TO THE TYPEWRITER

On a typewriter, there is no key like the FULL SPACE (EM SPACE) key. On a typewriter, when indenting for paragraphs, you set a tab stop. On the ExecuWriter II, you use the FULL SPACE key to indent for paragraphs. You press the FULL SPACE key ONCE.

KEYBOARD PRACTICE

EXERCISE 13A. Practice Exercise 13A.

1. Press the FULL SPACE key.
2. Look at the symbol on the character display panel.
3. The symbol appears below.

EXERCISE 13B. Practice Exercise 13B.

1. Press the FULL SPACE key.
2. Type the words *FULL SPACE (EM SPACE) is*.
3. Press the RETURN key.
4. Type the words *an important term in typesetting.*
5. Press the RETURN key.
6. Type the words *It is equal in width to the character M.*
7. Press the RETURN key.

Repeat Exercise 13B.

It is often necessary to leave space for illustrations or photographs. This is called "indenting for Run-a-round". The FULL SPACE key will provide the space. The following illustration uses six full spaces on each line to allow space for the illustration or Run-a-round.

EXERCISE 13C. Type Exercise 13C.

1. Press the FULL SPACE key.
2. Type the words *The FULL SPACE (EM SPACE).*
3. Press the RETURN key.
4. Press the FULL SPACE key.
5. Type the words *is used for aligning copy.*
6. Press the RETURN key.
8. Type the words *To begin at the same point.*
9. Press the RETURN key.
10. Press the FULL SPACE key.
11. Type the words *for several times in a.*
12. Press the RETURN key.
13. Press the FULL SPACE key.
14. Type the words *row. Then, when you want to.*
15. Press the RETURN key.
16. Press the FULL SPACE key.
17. Type the words *type at the left margin.*
18. Press the RETURN key.

19. Type the words *again, you simply return and begin.*

20. Press the RETURN key.

21. Type the words *typing. In this way a large area is.*

23. Type the words *left blank for a picture or advertisement.*

24. Press the RETURN key.

Repeat Exercise 13C

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 13.

MODULE V: LESSON 14 - The Half Space (En Space) Key

WORD STUDY

alignment	Arranged in a straight line.
lower case position	Small letter position.

SPECIAL KEY

Find the HALF SPACE key on the keyboard below. You will find it on the far left, on the third row of keys, next to the FULL SPACE. The HALF SPACE key shares a key with the ONE-THIRD SPACE key. The HALF SPACE key is the lower case position of the key. The keyboard symbol is * SP.

DEFINITION AND FUNCTION

The HALF SPACE key is called the EN SPACE. It is a fixed space key and equals half of the FULL SPACE key. It is used for indentions and alignment of figures. It is as wide as the dollar sign, asterisk and section mark.

RELATIONSHIP TO THE TYPEWRITER

There is no key like the HALF SPACE key on the typewriter. Indentions and alignment of numbers on a typewriter are done with the SPACE BAR. The space that is left by the HALF SPACE equals the space used for a number. On the ExecuWriter II, the HALF SPACE is used.

KEYBOARD PRACTICE

EXERCISE 14A.

1. Press the HALF SPACE key.

2. Look at the symbol appearing on the character display panel.

EXERCISE 14B. Type Exercise 14B.

1. Type the figure *$10.00*.

2. Press the RETURN key.

3. Press the HALF SPACE key. Note that this aligns the next item under the "1" in *$10.00*.

4. Type the figure *$20.00*.

5. Press the RETURN key.

6. Press the HALF SPACE key.

7. Press the HALF SPACE key. Note that by pressing the HALF SPACE key twice, the next column of figures is lined up under the first "0" in $20.00 reading from right to left.

8. Type the figure *$30.00*.

9. Press the RETURN key.

Repeat Exercise 14B.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 14.

MODULE V: LESSON 15 - The One-Third Space Key

WORD STUDY

activate	Work, show action, turn on.
alignment	Arranged in a straight line.

SPECIAL KEY

Find the ONE-THIRD SPACE key on the keyboard below. You will find it on the far left, on the third row of keys, next to the FULL SPACE key. It is the upper case position of the key. Press the Shift key to activate the ONE-THIRD SPACE key. The keyboard symbol is 1/3 SP.

DEFINITION AND FUNCTION.

The ONE-THIRD SPACE key is called the THIN SPACE key. The ONE-THIRD SPACE key equals one-third of the FULL SPACE key. It is used for indentions and alignment of figures. It is as wide as a period or comma.

RELATIONSHIP TO THE TYPEWRITER

There is no key like the ONE-THIRD SPACE key on the typewriter. On a typewriter, indentions and alignment of figures are made with the SPACE BAR. The space left by the ONE-THIRD SPACE key equals the space used for commas and periods.

KEYBOARD PRACTICE

EXERCISE 15A. Practice Exercise 15A.

1. Press the SHIFT key.
2. Press the ONE-THIRD SPACE key.
3. Look at the symbol appearing in the characther display panel.

EXERCISE 15B. Type Exercise 15B

1. Type the figure *1000.00.* .
2. Press the RETURN key.
3. Press the HALF SPACE key (for the $).
4. Type the figure *2000.00*
5. Press the return key.
6. Press the HALF SPACE key two times (for the $2).
7. Press the ONE-THIRD SPACE KEY (for the comma).
8. Type the figure *500.00.*
9. Press the return key.
10. Press the HALF SPACE key two times.
11. Press the ONE-THIRD SPACE key.
12. Press the HALF SPACE key three times.
13. Type the figure *.25.*

14. Press the RETURN key.

The typeset copy will look like the example below.

$10.00

20.00

3.00

Repeat Exercise 15B.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 15.

MODULE V: LESSON 16 - The 1/18 Space Key

WORD STUDY

letterspacing	Amount of space between letters.
upper case position	Capital letter position.

SPECIAL KEY

Find the 1/18 SPACE key below. You will find it on the third row of keys. It is the last key on the far left. The 1/18 SPACE key shares a key with MULTIPLE COLUMN key. It is on the upper case position of the key. Press the SHIFT key to activate the 1/18 SPACE key. The keyboard symbol is 1/18th SP.

DEFINITION AND FUNCTION

The 1/18th SPACE key is the smallest space on the keyboard. The 1/18th SPACE key equals 1/18th of the FULL SPACE key. It can be used for letterspacing or to add space between words to make the copy look better.

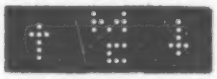
RELATIONSHIP TO THE TYPEWRITER

There is no key like the 1/18th SPACE key on the typewriter.

KEYBOARD PRACTICE

Exercise 16A Practice Exercise 16A.

1. Press the SHIFT key.
2. Press the 1/18th SPACE key.
3. Look at the symbol appearing on the character display panel.



EXERCISE 16B. Type Exercise 16B.

1. Type the word *The*.
2. Press the 1/18th SPACE key.
3. Press the SPACE BAR once.
4. Type the word *lines*.
5. Press the 1/18th SPACE BAR once.
6. Press the SPACE BAR once.
7. Type the word *are*.
8. Press the 1/18th SPACE key.
9. Press the SPACE BAR once.
10. Type the word *exposed*.
11. Press the RETURN key.

Repeat Exercise 16B.

JOB 5

Typeset the following paragraph. Letterspace with the 1/18th SPACE key on lines 1, 3, and 4.

The lines are exposed
through both the film strip
and the lens which is
mounted on a traveling
carriage

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 16.

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